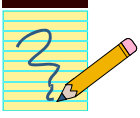


# Notice of State Examination

## Funeral Directing and Embalming



### EXAMINATION SCHEDULE:

<b>Examination Date:</b>	January 26, 2006	April 27, 2006	July 27, 2006	October 26, 2006
<b>Application Deadline:</b>	December 26, 2005	March 27, 2006	June 27, 2006	September 26, 2006
<b>Location:</b>	State Office Building, which is located on 14th Street between "L" and "M", Lincoln, Nebraska (exact information on the room location will be sent with the admission letter approximately ten days before the examination).			
<b>TIME:</b>	8:30 a.m.	Registration and Instructions		
	8:45 a.m.	Examination Begins		
	10:50 a.m.	Examination Ends		



### IF YOU HAVE QUESTIONS:

Any questions you have regarding the examination or this notice, should be directed to the Rita Watson, Credentialing Specialist at the HHS R&L Credentialing Division, (402) 471-4918.

### EXAMINATION CONTENT:

The State examination consists of two sections. Be advised that examinations are revised for each scheduled administration.

**1. JURISPRUDENCE EXAMINATION** - The written jurisprudence examination consists of fifty (50) true and false/multiple choice questions. Questions will be developed from the following:

- Statutes, Rules and Regulations Relating to Funeral Directing and Embalming and Funeral establishments
- Bureau of Vital Statistics Statutory Provisions
- Burial Pre-Need Sale Act

**2. VITAL STATISTIC FORMS EXAMINATION** - The Nebraska Vital Statistics Forms Examination requires completion of the following six (6) forms:

- Certificate of Death
- Certificate of Fetal Death
- Application of Disinterment Permit
- Disinterment Permit
- Casket Sales Report
- Permit for Transit or Cremation

**EXAMINATION LOGISTICS AND ADMISSION:**

The examination location is the State Office Building, which is located on 14th Street between "L" and "M". **Be sure that you allow yourself enough time to obtain a parking place, and locate the examination site.**



In order to be admitted to the examination, all applicants are required to bring the following:

1	One (1) form of photo identification with a signature affixed, such as a driver's license or equivalent identification.
2	The HHS R&L Credentialing Division Examination Admission Letter. The Admission Letter will be mailed to all scheduled candidates approximately two (2) weeks prior to the examination administration date.

**EXAMINATION ELIGIBILITY:**

To be eligible to take the Funeral Directing and Embalming State Examination, all candidates must complete and return the enclosed examination application to the Credentialing Division by the application deadline date on page one of this notice.

Upon completion of the final six-months or the twelve month apprenticeship each candidate must complete an application for permanent licensure. Please contact Rita Watson at the Credentialing Division, P. O. Box 94986, Lincoln, NE 68509, (402) 471-4918, to obtain the necessary permanent licensure application materials.

Enclosed is a memorandum which outlines all requirements that must be met for licensure as a funeral director and embalmer.

**APPLICATION DEADLINE:**

This office must receive all applications and supporting documentation no later than the examination deadline date identified on page 1 of this notice. Applications received after this date will be reviewed for approval to take the next examination.

**SCORING CRITERIA:**

An applicant must attain a score of at least 75% or above on each section of the examination for licensure eligibility.

**RESULTS:**

Candidates are asked to remain after the examination for approximately 30 minutes for review of their examination with the Board of Examiners in Funeral Directing and Embalming, at which time all candidates will be notified of their results. Candidates choosing not to remain after the examination will receive written notice of their results approximately five (5) days following the examination date.

**RETAKES:**

If you are retaking either section of the State examination, you must notify this office in writing of your intent to retake the examination by the application deadline date on page one (1) of this notice.

**SPECIAL ACCOMMODATIONS:**

If you have a disability and require special accommodations in taking this examination, be sure to complete the form entitled, "Accommodation Request". This form and verification from a medical practitioner stating the disability and a recommendation of testing accommodations should be submitted to the Division prior to examination administration. If accommodations are not requested in advance we can not guarantee the availability of accommodations on-site. You will receive a letter confirming your special accommodations.

**EXAMINATION POLICIES:**

No smoking will be allowed in the examination room. Candidates will be allowed a snack and/or drink during the administration of the examination. One candidate at a time will be allowed to take a brief break during the examination administration. Candidates taking a break will not be allowed additional time for completion of the examination.

**OTHER INFORMATION:**

Unlicensed Practice Prohibited: In accordance with Neb. Rev. Stat. 71-102, and 71-1301(2)(7)(8), no person shall engage in the practice of Funeral Directing and Embalming unless they have obtained a license as a Funeral Director and Embalmer from the State of Nebraska, Health and Human Services Regulations & Licensure, Credentialing Division; or they have obtained registration to complete a twelve-month apprenticeship under the supervision of a licensed Funeral Director and Embalmer practicing in the State of Nebraska.

Duplicate License: A duplicate license may be requested at the time the initial license is issued. A fee of ten dollars (\$10.00) must accompany the request for each duplicate license.